

# Comparisons of Job Characteristics

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 97

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)  
**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Clerical	7.3	21.6	20.7	0	Current knowledge level may be sufficient
English Language	11.2	11.7	13.5	>	Current knowledge level is likely sufficient
Customer and Personal Service	11.3	11.5	15.7	>>	Current knowledge level is likely more than sufficient
Administration and Management	8.4	8.8	8.5	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	8.8	12.5	>>	Current knowledge level is likely more than sufficient
Personnel and Human Resources	5.6	6.4	6.8	0	Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 95

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)  
**Associated Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Active Listening	11.0	13.6	13.6	0	Current skill level may be sufficient
Reading Comprehension	10.7	13.3	12.3	0	Current skill level may be sufficient
Service Orientation	7.9	12.5	12.2	0	Current skill level may be sufficient
Time Management	8.9	10.6	12.7	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 90			
Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.9	15.0	0	Current ability level may be sufficient
Oral Expression	12.4	13.5	14.1	0	Current ability level may be sufficient
Written Comprehension	11.0	13.4	13.1	0	Current ability level may be sufficient
Near Vision	11.1	13.1	12.5	0	Current ability level may be sufficient
Speech Recognition	9.9	12.8	13.3	0	Current ability level may be sufficient
Written Expression	9.8	12.2	12.2	0	Current ability level may be sufficient
Speech Clarity	10.2	11.5	11.2	0	Current ability level may be sufficient
Information Ordering	9.9	10.3	12.3	>	Current ability level is likely sufficient
Memorization	5.6	7.5	6.1	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 74
Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)		
Work Activities	Exclusivity of Activity	
Arrange teleconference calls	78	
Maintain records, reports, or files	5	
Schedule meetings or appointments	68	
Schedule or contract meeting facilities	80	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	
Use word processing or desktop publishing software	17	
Write business correspondence	58	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 95

**Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)**  
**Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Cameras	2
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.